

## INITIATING A NEW CIVIL CASE

Because initiating a new civil case involves entry of parties into CM/ECF, it is not possible to initiate a civil case and file a complaint without preparatory contact with the District of Utah Clerk's Office. After preparations, a complaint may be filed using Pay.gov as a means of payment.

- E-mail PDF versions of the Civil Cover Sheet and the Complaint or Initiating document (i.e. Notice of Removal), with the parties listed, to:  
Utdecf\_clerk@utd.uscourts.gov
- The e-mailed complaint is for information purposes only and will not be filed by the clerk's office. The complaint must be filed by counsel as later indicated.
- New cases will be processed until 4:00 p.m., Mondays - Thursdays and until 3:30 p.m. on Fridays. New cases received after this time will be processed the following morning. Please keep this in mind when a deadline for filing a new case is approaching.
- A case number and judge will be assigned to the case.
- The Clerk's office will enter the case information into CM/ECF and add the parties.
- The Clerk's office will enter a "Remark - New Case" on the docket and a NEF will be e-mailed to counsel. The docket text will include the judge assigned to the case and direct counsel what CM/ECF filing event should be used to e-file the complaint or initiating document and to pay the filing fee by the end of the business day.  
*Those attorneys who have elected to receive the Daily Summary instead of individual NEFs will need to contact the Clerk's office to find out if their case has been entered, since they will not receive notification until the following day.*
- The attorney must file the initiating document(s)\* as soon as possible after receiving notification that the case has been opened.
- The case is not considered opened until the filing fee has been paid.

\*Miscellaneous Cases: Once case information is placed into CM/ECF, counsel will be directed to file "Miscellaneous Case Filing Fee" to pay the filing fee. Once the filing fee has been successfully submitted, counsel will then file the initiating document, i.e. Motion to Quash.